



# Sturry Parish Council

## Policy on the Appointment of Committees and Working Groups

This policy includes all committees, sub committees working, and other groups set up by the council to represent, or carry out the business of, the council.

### Membership

The Finance Committee – membership is limited to Sturry Parish Councillors.

All other committees and working groups may include non-councillors in an advisory capacity.

All members of committees and working groups shall be deemed competent by the council to meet the requirements of the agreed terms of reference

### Terms of reference

No committee or working group shall be appointed without its terms of reference being first agreed by the council.

For each committee or working group the terms of reference shall, as a minimum, include:

1. The purpose of the committee/working group
2. The number of members
3. the quorum
4. all delegations of authority
5. all responsibilities
6. budgets, if appropriate,
7. appointments within the committee/working group (chair, sub-groups) and the authorities and responsibilities of such appointments
8. a requirement to comply with Sturry Parish Council's Financial Regulations, Standing Orders, Code of conduct plus any other council safeguards and protocols as the council deems appropriate.

Any breach of the agreed terms of reference by any committee or group member, or by the committee/working group as a whole will result in that member being removed from the committee/working groups or in the entire committee/working group being dissolved.